OBJECTION OR RESPONSE

This process shows the steps and screens required for you to complete the filing of an Objection using CM/ECF. These steps would be followed for any type of objection, reply or response.

Step 1 - Click on the **Bankruptcy** hyperlink on the blue CM/ECF Main Menu Bar.



Step 2 - The BANKRUPTCY EVENTS screen displays.

Bankruptcy Events Answer/Objection/Response... Appeal Claim Actions Creditor Maintenance... File Claims Motions/Applications Notices Open a BK Case Open Involuntary BK Case Other Plan Case Upload Order Upload

Click on **Answer/Response** hyperlink.

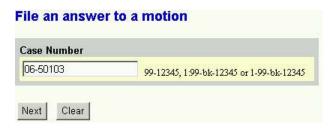
For further information on each of these categories, click the (Help) icon.

Step 3 - The ANSWER/RESPONSE screen displays.

Answer/Response Reference an Existing motion/application Other Answers

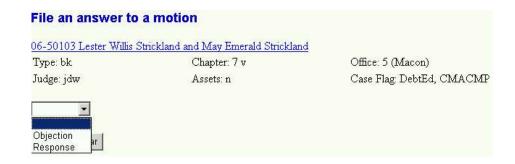
Click on **Reference an Existing motion/application** hyperlink.

Step 4 - The CASE NUMBER screen displays.



Enter the case number for the appropriate case. Click the [Next] button.

Step 5 - The EVENTS screen displays.



Use the drop down arrow to display and select either objection or response. Highlight desired event.

Step 6 - The SELECT PARTY screen displays.



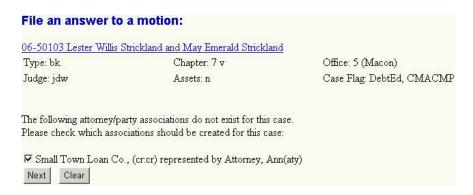
Select the party that the filing attorney is representing from the list.

If the correct party does not appear in the drop down box, click Add/Create New Party and complete the information. For more detailed information about adding parties, see section on Adding Parties for instructions.

Click the [Next] button.

Step 7 - The ASSOCIATION screen appears.

NOTE: If your party is new to the case, this screen will establish you as counsel for this party on this case. This association will apply to the current case only. If your party is not new to the case, this screen will not appear.



Click inside the box next to the party name to associate the filing attorney with the filing party. Click the [Next] button.

An instructional message appears next.



Click the [Next] button if appropriate.

Step 8 - The SELECT PDF screen displays.

Type: bk	Strickland and May Emerald Stricklan Chapter: 7 v	Office: 5 (Macon)
Judge: jdw	Assets: n	Case Flag: DebtEd, CMACME
7.0	t (for example: C\199cv501-21.pdf).	
Select the pdf documer Filename	t (for example: C\199cv501-21.pdf).	

Select the .pdf file to associate with this event. For more detailed information about creating .pdf files, see instructions: <u>How To Convert Documents to PDF.</u>
Click the [Next] button.

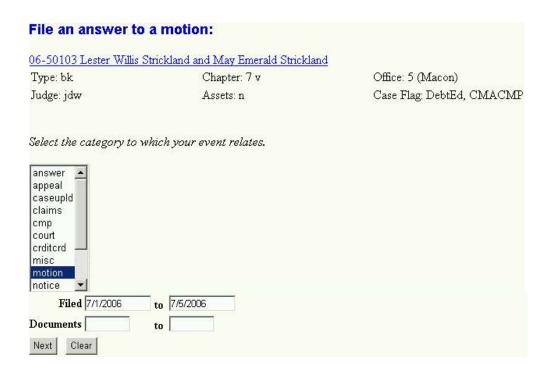
Step 9 - The REFER TO EXISTING EVENTS screen displays.

Click inside the box to place a check mark indicating that this filing DOES refer to an existing document in the case. It is necessary to check the box in order to establish the correct linkages.

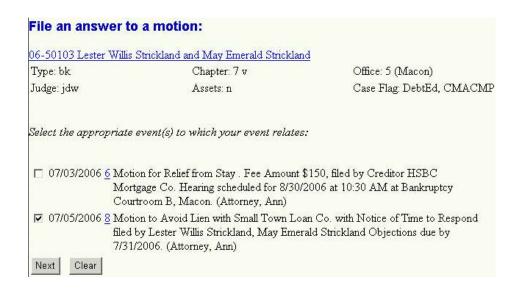
File an answer to	a motion:		
06-50103 Lester Willis Strickland and May Emerald Strickland			
Type: bk	Chapter: 7 v	Office: 5 (Macon)	
Judge: jdw	Assets: n	Case Flag: DebtEd, CMACMP	
Refer to existing of the last of	event(s)?		
Next Clear			

$\begin{tabular}{ll} \textbf{Step 10} - \textbf{The EVENTS REFERENCE screen displays.} \end{tabular}$

Select the category to which the event relates. [This example referenced the plan and narrowed the search field to documents filed between 7/1/2006 and 7/5/2006].



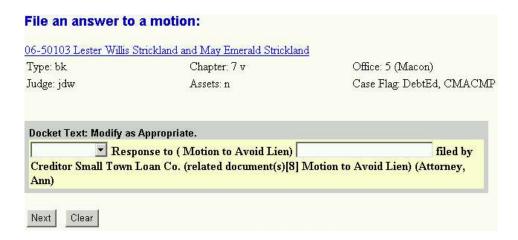
Step 11 - The SELECT REFERENCED EVENT screen displays.



Click to select the related document or event to which this response refers.

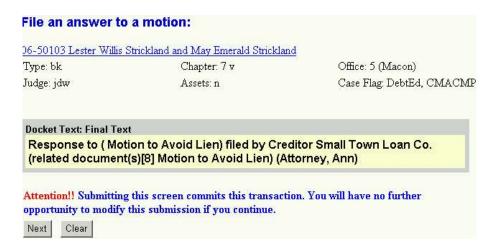
Click the [Next] button.

Step 12 - The MODIFY DOCKET TEXT screen appears.



Modify text as necessary. You may use the drop down box and/or enter additional text in the text box.

Step 13 - The FINAL DOCKET TEXT screen displays.



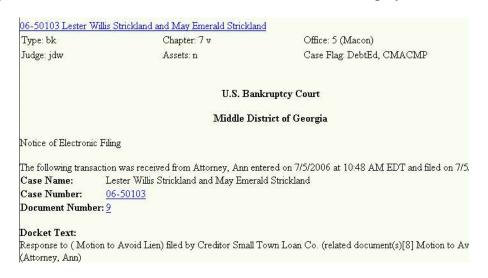
This is the last opportunity to verify the accuracy of the information. Submission of this screen is final

If the final docket text is incorrect, click the browser [Back] button to find the screen you need to modify.

To abort or restart the transaction, click on any option on the blue CM/ECF Main Menu Bar.

Click the [Next] button if correct.

Step 14 - The NOTICE OF ELECTRONIC FILING screen displays.



Step 15 - Obtain hearing date and file Notice of Hearing if applicable.